



# AL FARIS

<b>Position: HR COORDINATOR</b>	
<b>Qty required: Open</b>	<b>Work location: UAE, DXB</b>
<b>Min. years of experience: 03-05</b>	<b>Age limit: 25 to 30</b>

Our company is looking for a HR Coordinator with experience in the HR to join our team.

**1. JOB PURPOSE:**

Looking for experienced HR coordinator

**2. QUALIFICATION:**

Bachelor's degree/Any Related Qualification

**3. EXPERIENCE:**

Min 3-5 years

**4. LANGUAGE SKILLS:**

English (Read, Write & Speak) & Hindi

**5. RESPONSIBILITIES AND DUTIES**

- Should be able to handle Probation confirmation
- Employees files creation
- Knowledge of HRMS system
- Payroll verification
- Creating & updating new files of employees
- Employee ID creation in AL Faris database
- Others

Those interested kindly forward CVs to [jobs@alfarisuae.com](mailto:jobs@alfarisuae.com)